

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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|--|--|--|--------------------|--|--|
| 1. Application Date 2-12-75 | | INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 13 1975 73-496-A MAR - 5 1975 | |
| 2. Agency Application No. DHR-DSLA-2 | | 3. AGR 1, Division, Subdivision & Administering Office Address Department of Human Resources Division of Administration Office of Special Administrative Services Child Support Recovery Unit 618 Ponce de Leon Ave., N.E. Atlanta, Ga. 30308 | | 4. Person to Contact Mr. Tracy Teal 5. Working Title Chief, Child Support 6. Tel. No. 894-5195 | |
| 7. ACTION REQUESTED TO AMEND APPLICATION # 73-446; 9/17/73. <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | |
| 8. Earliest & Latest Dates of Series 1972-date | | 9. Exact Series Title ABSENT PARENT LOCATOR/RECOVERY FILES | | | |
| 10. What is the function of the office in which this record series is created? The Division of Administration is responsible for administering and coordinating the supportive administrative and fiscal functions of the Department. Included are fiscal planning and budget needs; overall fiscal reporting and accounting services and personnel services. The function of the Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, is to locate deserting parents of children receiving public assistance, to secure commitment of child support from such parents; to collect and disperse child support payments and to enforce the support obligation of the absent parent. | | | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to locating absent parents of children receiving Public Assistance and to collecting child support monies from such parents. Included may be: Child Support Referral (providing identity of child, identity of absent parent and child support information), Absent Parent Information (further identifies absent parent), (Form OC(1)-925) Notification to absent parent of indebtedness to the State, Questionnaire (financial information furnished by absent parent), (Form OC(1)-927) Child Support Payment Agreement, (Form OC(1)-916) Certification of Payment to Child Support Recovery Unit, and supporting papers. File is arranged by Located Parents and Unlocated Parents; thereunder alphabetically by name of absent parent. | | | | | |
| 12. EQUIPMENT OCCUPIED | | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | |
| Letter-size File Drawers | | 120 | 180 | 130 195 | |
| Legal-size File Drawers | | | | Floor Space Occupied (Square Feet) In Office(s) In Storage Area(s) | |
| | | | | This Year's Last Year's Preceding Year's All Prior Years' | |
| | | | | AVERAGE DAILY REFERENCES 60 10 5 0 | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [x] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling? | [] | [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [x] |
| 18. Could the function be performed if the files were lost or destroyed? | [] | [x] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? | [] | [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [x] | [] |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [x] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Experience shows this to be suitable for reference purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER See attached sheet, then:

- [] Hold in the current files area month(s)/ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | | | |
|---|---|------------------------|---------------------------|---------|------|
| Records Management Officer (Signature) <i>William G. Lees</i> | | Date <i>2/12/75</i> | OTHER REQUIRED SIGNATURES | | DATE |
| 26. Recommendations in paragraph 25 are: <div style="border: 1px solid black; padding: 2px; width: fit-content;">STATE RECORDS COMMITTEE</div> | Agency Head/Designee [x] Approved [] Disapproved | <i>Tracy Teal</i> | | 2-12-75 | |
| | State Auditor/Designee [x] Approved [] Disapproved | <i>William M. Fyfe</i> | | 2-28-75 | |
| | Secretary of State/Designee [x] Approved [] Disapproved | <i>Carroll</i> | | 2-24-75 | |
| | Attorney General/Designee [x] Approved [] Disapproved | <i>Robert H. Shell</i> | | 3-3-75 | |
| | | | | | |

Department of Human Resources
Child Support Recovery Unit
Application for Disposition Standard, dated February 12, 1975

Exact Series Title - - Absent Parent Locator/Recovery Files

Item 25 Continued

The Agency recommends that the file series be cut off at the end of each: see below:

Unlocated Parent Files -- Upon determination that an absent parent cannot be located destroy all papers at once. In cases in which an absent parent is located, place all papers in the Located Parent/Recovery Files.

Located Parent/Recovery Files -- Hold all papers while a child is receiving public assistance; then when a child's eligibility for public assistance is terminated for any reason place all papers in the inactive file; cut off the inactive file at the end of each quarter; hold in the current files area for 12 months; then destroy.

Uncollectable Case Files -- When a case is determined to be uncollectable because of death or permanent disability of absent parent or because of failure to establish parenthood, remove from above files, place in Uncollectable Case Files; cut off the file on 1 July 1973 and every 6 months thereafter and destroy. Earlier destruction is authorized.

*Deleted at
request of
Unit chief.*

William G. Kees
William G. Kees
Agency Records Management Officer

Tracy Teal
Tracy Teal
Agency Head Designee



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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|--|--|---|--------------------|---|--|----------------|--------------------|------------------|-----------------|
| 1. Application Date Aug. 27, 1973 | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE | | | | | |
| 2. Agency Application No. DHR CO 4 | | | | Date Received Application No. Date Completed AUG 28 1973 73-496 SEP 17 1973 | | | | | |
| 3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Office of Legal Services, Child Support Recovery Unit Room 411-S 47 Trinity Ave., Atlanta, Ga. 30334 | | | | 4. Person to Contact Mr. Tracy Teal | | | | | |
| | | | | 5. Working Title Chief, Child Support Recovery | | | | | |
| | | | | 6. Tel. No. 656-4381 | | | | | |
| 7. ACTION REQUESTED TO REPEND APP. #199 | | | | | | | | | |
| <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | | | | | |
| 8. Earliest & Latest Dates of Series 1972-date | | 9. Exact Series Title ABSENT PARENT LOCATOR/RECOVERY FILES | | | | | | | |
| 10. What is the function of the office in which this record series is created? The function of the Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, is to locate deserting parents of children receiving public assistance, to secure commitment of child support from such parents, to collect and disperse child support payments and to enforce the support obligation of the absent parent. | | | | | | | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the location of absent parents of children receiving Public Assistance and to the collection of child support monies from such parents. Included may be: Child Support Referral (providing identity of child, identity of absent parent and child support information), Absent Parent Information (further identifies absent parent), Notification to absent parent of indebtedness to the State, Questionnaire (financial information furnished by absent parent), Child Support Payment Agreement, Certification of Payment to Child Support Recovery Unit, and supporting papers. The file is arranged alphabetically by absent parent. ATTACH SAMPLES OF THE FILE | | | | | | | | | |
| 12. EQUIPMENT OCCUPIED | | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | | No. of Drawers | Cu. Ft. of Records | | |
| Letter-size File Drawers | | 7½* | 12* | FLOOR SPACE OCCUPIED (Square Feet) | | 130 | 195 | | |
| Legal-size File Drawers | | | | | | In Office(s) | In Storage Area(s) | | |
| *Based upon a current implementation restricted to Fulton County. State-wide implementation will begin on 1 Sept. 1973. Annual rate of accumulation is estimated for State-wide implementation. | | | | AVERAGE DAILY REFERENCES | | This Year's | Last Year's | Preceding Year's | All Prior Years |
| | | | | | | 60 | 10 | 5 | ? |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? For ☒ [x] ☐ []

duration of receipt of public assistance by dependent child.

24. REQUIREMENTS. The following requires the files to be kept 7 years:

- a. ☐ [] STATE LAW b. ☒ [x] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

So that state can institute proceeding against parent for arrears.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [x] OTHER See attached sheet, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|--|--|---------------------------|---------|
| <i>William H. Dyer</i> | 8-27-73 | | |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | <i>Tracy Teal</i> | 8-27-73 |
| | State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | <i>William H. Dyer</i> | 9-13-73 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | <i>Carroll Hart</i> | 9-11-73 |
| | Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved | <i>Robert Hull</i> | 9-13-73 |

**STATE RECORDS
COMMITTEE**

Department of Human Resources
Child Support Recovery Unit
Application for Disposition Standard, dated Aug. 27, 1973

Exact Series Title -- Absent Parent Locator/Recovery Files

Item 25 Continued

The Agency recommends that the file series be cut off at the end of each: see below:

Unlocated Parent Files -- When a parent is located, place all papers in the Located Parent/Recovery Files; for all others cut off the file at the end of each calendar year; then hold in current files area 1 year; then destroy.

Located Parent/Recovery Files -- Upon termination of dependent child's eligibility for Public Assistance, place all papers in the inactive file; then cut off the inactive file at the end of each calendar year; then hold in current files area 1 year; then transfer to State Records Center, hold for 6 years; then destroy.

Uncollectable Case Files -- When a case is determined to be uncollectable because of death or permanent disability of absent parent or because of failure to establish parenthood, remove from above files, place in Uncollectable Case Files; cut off the file on 1 July 1973 and every 6 months thereafter and destroy. Earlier destruction is authorized.

William G. Kees

William G. Kees
Agency Records Management Officer

Tracy Teal

Tracy Teal
Agency Head Designee